



Office of Public Instruction
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Civil Rights Review
On-Site Findings and Recommendations
Attachment A – Components of a
Voluntary Compliance Plan

What: Clear statement of each issue identified to be addressed in the plan.

How: Specific activities to be carried out to remedy each of the concerns or issues.

Who: Personnel identified to be responsible for each activity.

When: Projected timelines established to complete each activity. (Not to exceed one year from date of report).

Mutual agreement by the local and state education agencies must precede implementation. Follow-up visit to assess full implementation of the plan may occur at appropriate intervals of time. A local agency can expect a follow-up visit within the next academic school year or a request for proof of implementation.

Sample - Voluntary Compliance Plan

Goal Statement: To review, update and provide consistency in the notification process as it relates to equity issues, harassment, nondiscrimination, equal opportunity, abuse of students by school employees and human equity grievance procedure.

Strategies	Time Frame	Team Leader	Team Members
Review all board policies that relate to the above issue.	February 2006	John Smith, Supt.	Sue Cook Sam Less Mary Lopez
Draft a consistent notification statement to be used in all official publications.	March 2006	Sue Cook, Principal	Sam Less Mary Lopez
Finalize notification statement and send out to all administrative staff with memo concerning the use of the statement in all major publications in the 2005-06 school year.	April 2006	John Smith, Supt.	Sue Cook Sam Less Mary Lopez

Documentation as to completion:

1. Any revisions to board policy made as a result of the review.
2. Sample major publications with the notification statement.